

Appendix B

Virginia Department of Education TECHNICAL ASSISTANCE AGREEMENT

CSR schools must agree to employ a Technical Assistance Provider (TAP) selected from the list provide by the Virginia Department of Education for the first two years of program implementation. These are individuals will play a critical role in supporting the whole-school reform effort.

Technical Assistance Provider Responsibilities in the School:

- Spends one day a week on-site from the opening of school to the closing of school.
- Works with faculty and administrators on the school's reform efforts: 1) curriculum alignment with the *Standards of Learning*; 2) use of time and school scheduling practices; 3) use of data in making instructional and planning decisions; 4) professional development opportunities to support instruction in the four core subject areas and student success on the *Standards of Learning* tests; and 5) culture of the school.
- Reviews data and observes/analyzes within the school context.
- Helps develop a plan to build the school's capacity for continuous improvement.
- Meets with Department of Education staff as a liaison to discuss continuous improvement efforts.
- Works directly with school groups (faculty, administrators, parent-teacher organizations, etc.).
- Observes model implementation in the school and works to ensure its implementation with fidelity, its acceptance, and success.
- Participates in other appropriate activities, such as institutes and workshops, within the context of the CSR program.
- Works with the school on the evaluation of the CSR program.

CSR Principal Responsibilities Relating to the Technical Assistance Provider:

- Establishes an open relationship and hospitable atmosphere for the Technical Assistance Provider.
- Allows the Technical Assistance Provider to visit the school once a week.
- Provides opportunities for frequent discussions of ongoing school improvement activities.
- Provides opportunities for classroom observations of model implementation.
- Provides opportunities for the Technical Assistance Providers to meet with the school team and interact with the faculty as a whole.
- Provides opportunities to collaborate on school improvement issues.
- Provides access to electronic communication.
- Shares and discusses student achievement data.
- Provides opportunities for school improvement planning.

I hereby agree to the terms and conditions of the principal's responsibilities when working with the Technical Assistance Provider.

Principal's Name (Typed)

Signature

School

Date